

PROJECT FOR TEENS

Administrative Coordinator

Project for Teens (P4T) is a volunteer service learning program that involves approximately 125 students from Mankato East, West, Loyola, St. Peter, and Lake Crystal high schools. Each year, students from these high schools apply to become P4T Peer Leaders. They interview with the program coordinator and school advisors, and if selected, attend a one-day training where they discuss various topics including safe sex, abstinence, drugs and alcohol, bullying, refusal skills, and more. Once trained, the P4T Peer Leaders share messages that promote healthy decision making with fifth–eighth grade students across the Mankato, St. Peter, and Lake Crystal school districts through various methods including panel discussions, skits, and role-playing.

We are currently looking for a motivated and highly-organized individual to join our team. The successful candidate will be responsible for working directly with the P4T Program Coordinator, School Advisors, Board and Committees to provide support for school-based and Let's Talk programming. This position will perform a variety of tasks, including scheduling, event logistics, ordering supplies, maintaining electronic files, etc.

Specific tasks may include

- Coordinate logistics for Annual WE Day Event in St. Paul, including transportation, meals, and communications with WE Day organizers.
- Schedule P4T Peer Leader applicant interviews at participating high schools
- Attend and take notes at advisor meetings
- Prepare advisor and school contracts
- Collect and enter survey data
- Coordinate logistics and schedule for school presentations
- Work with P4T Board and Committee on special events, such as Let's Talk Presentations and the Mankato Marathon
- Order T-shirts and supplies for P4T Leaders.

Qualifications

- High School Diploma/GED required
- Proficient with Microsoft Word and Excel
- Polished written and verbal communication skills
- Detail-oriented and organized

Work Requirements

- Work from home
- Ability to work independently and set your own schedule. Limited evening hours required.
- Access to computer, internet and phone
- Background check required
- Must have valid driver's license and access to transportation

Salary: \$13/hr.

Hours: Average of 10 hrs./wk.

If interested, please send resume and cover letter to projectforteens@gmail.com. Position will remain open until filled. Interviews begin August 1, 2017.